

FIRST READING: 1.9.17
SECOND READING: 1.23.17
THIRD READING: 2.13.17

ORDINANCE NO: 2 - 17

BY: CHRISTOPHER J. KLYM

AN EMERGENCY ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE SMITHGROUP JJR FOR THE BRADSTREET'S LANDING PARK COSTAL MANAGEMENT ASSISTANCE GRANT FUNDED STUDY IN AN AMOUNT NOT TO EXCEED \$87,650.00

WHEREAS: Article VII, Section 4 of the Charter of the City of Rocky River provides for the acquisition of personal services such as the unique and engineering services as further described in Exhibit "A"; and

WHEREAS: the City of Rocky River issued a Request for Proposals for the Bradstreet's Landing Park Costal Management Assistance Grant study and four (4) responses were received on December 9, 2016, copies of which are available at the Safety Service office; and

WHEREAS: the proposals were reviewed and evaluated by Safety Service personnel and Mackay Engineering and it was determined to be in the best interest of the City of Rocky River to accept the proposal from SMITHGROUP JJR in an amount not to exceed Eighty-Seven Thousand Six Hundred and Fifty Dollars and 00/100 (\$87,650.00) as further described in Exhibit "A".

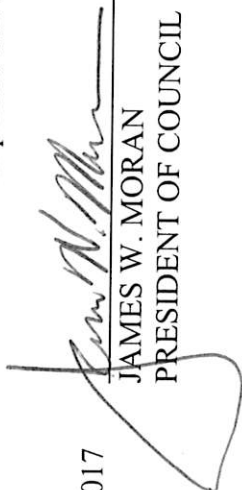
NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROCKY RIVER, COUNTY CUYAHOGA, STATE OF OHIO:

SECTION 1. - That the Mayor is hereby authorized to enter into an agreement with SmithGroup JJR, 44 East Mifflin, Suite 500, Madison, WI 53703 in an amount not to exceed Eighty-Seven Thousand Six Hundred and Fifty Dollars and 00/100 (\$87,650.00) described in Exhibit "A".

SECTION 2. - That funds for said professional engineering services shall be paid from the Parks Improvement - Bradstreet's Landing account of the Capital Improvement Fund.

SECTION 3. - That this Ordinance is hereby declared to be an emergency measure, necessary for the immediate preservation of public peace, health and safety, and for the further reason that the professional services are necessary for the investigation of the safety and integrity of the structures at the park including the pier, and the evaluation of erosion and condition of the area shore, including conditions around Spencer Creek and said investigations are necessary to be completed before additional grant funding from the State Capital fund can be implemented and provided it receives the affirmative vote of two-thirds (2/3) of all members elected to Council, it shall take effect and be in force immediately upon its passage and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

PASSED: February 13th, 2017


JAMES W. MORAN
PRESIDENT OF COUNCIL

PRESENTED

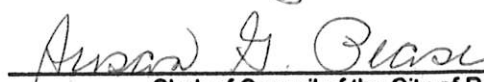
BY: MAYOR: February 13th, 2017 APPROVED: February 13th, 2017

TEST:


AMANDA G. PEASE
CLERK OF COUNCIL


PAMELA E. BOBST
MAYOR

I, the undersigned clerk of council of the city of Rocky River, State of Ohio, do hereby certify that publication of the foregoing ordinance was duly made by posting a true copy thereof in the lobby of the Rocky River City Hall, in accordance with the charter of Rocky River, commencing on the 13th day of February, 2017.


Clerk of Council of the City of Rocky River, Ohio

hereby certified that the amount required for the execution of this Ordinance has been lawfully appropriated or authorized or directed for such purpose and is in the treasury or in the process of collection to the credit of the fund described herein free from any obligation or encumbrance now outstanding.


MICHAEL THOMAS, CPA
Director of Finance

Scope of Services

Task 1: Review Project Background & Analyze Existing Conditions

The focus of the initial task is to gather pertinent background information, gain insight into the future vision for park improvements, analyze the existing site features and conditions, and develop a shared understanding of the factors that influence redesign efforts.

Task 1.1 Project Kick-Off Meeting

The SmithGroupJJR team and the City project manager will meet via phone or video conference to review and discuss the project. The scope of work and overall project schedule will be confirmed and any pertinent background information that may exist will be identified. Additionally, key project stakeholders that may form a project Steering Committee to help inform and guide design decisions throughout the process will be determined.

Task 1.2 Site Tour & Stakeholder Interviews

In collaboration with the City, the SmithGroupJJR team will organize and lead stakeholder interview session(s) and a project site tour. During these sessions, the group will identify specific areas of concern, ideas and options to consider for future park enhancement, and key goals and objectives critical to achieve as part of the master planning process. A combination of small group and individual sessions are envisioned to occur as part of this process as topics will range from detailed discussions regarding required current maintenance requirements such as the annual fence/railing removal to broad concepts such as shifting parking away from Spencer Creek and the lakefront to enhance the use and enjoyment of the park.

Participants in these sessions may include members of the various City departments, elected officials, local and regional partnership organizations, and/or influential members of the community (or adjacent association heads).

Task 1.3 Collection & Review of Pertinent Background Information

Through collaboration with the City, any existing and pertinent background will be collected and reviewed. Examples of information that may exist and be relevant include, but are not limited to, the following:

- Pier, Restroom, Deck and Pedestrian Bridge Plans – documenting what was originally built or any as-built plans for modifications to the original structures that may have occurred.
- Park Use Preferences – documenting any public comment, partner input (i.e. MetroParks) or preferences expressed with respect to the type of improvements and facilities desired at the park.
- Utility Mapping – identifying the location and size of stormwater, water and sanitary systems within and immediately adjacent to the park.
- Stormwater Studies – including any analysis of volumes or flow rates being discharged from the park and into Spencer Creek that may influence stabilization and habitat enhancement efforts and/or any analysis of stream sediment loads.
- Beach and/or Water Quality Sampling – identifying potential contaminants or sources of impairment that may be addressed as part of the master plan.
- Geotechnical Investigations – identifying subsurface conditions within the park and/or nearshore areas adjacent to the existing pier.
- Parcels Mapping and/or Riparian Interest Boundaries – defining the limits of the park in both the upland areas and along the waterfront.
- Tree Inventory – documenting the location, condition and/or species.
- Site Survey – including any available topographic, bathymetric (underwater lakebed contours), parcels and site features.

Upon receipt of this information, SmithGroupJJR will prepare a scaled project base map that will be used through the planning and design process.

(Note: NOAA LiDAR data is available for both the upland and nearshore areas of the park. If survey information does not exist for this study, SmithGroupJJR will use the LiDAR data and existing orthophotography for master plan preparation).

Task 1.4 Evaluation of Existing Site Features

To support the development of the master plan and assist in evaluating alternatives, SmithGroupJJR will complete a number of evaluations. The goal of these investigations will be to 1) identify any code (ADA accessibility) or safety concerns and associated remedial actions, 2) establish the relative condition and any required repairs, 3) support the development of concepts to improve, enhance and/or modify features, and 4) allow for the projection of anticipated costs to address identified issues, complete modification and/or replace them. Activities completed as part of this task include:

- Pier Assessment – including a visual review of the underwater (dive) structures and surface features.
- Restroom Assessment – including a visual review of the interior and exterior portions of the building.
- Structure Assessment – including a review of the existing pedestrian bridge and deck.

In addition, SmithGroupJJR will also complete analyze the following elements:

- Spencer Creek – including an analysis of the stability and riparian edges to determine the condition and opportunities for enhancement, including benchmarking of stable upstream portions of the creek that may serve as a model for park restoration activities.
- Sand Sampling – including collecting sand samples at multiple locations along the beach and performing laboratory testing to evaluate the sand grain size. Collection of this information will help analyze the impact of potential changes along the shoreline intended to enhance recreational use and/or the stability of shoreline features.
- Coastal Conditions – including hindcasting to analyze wind, wave and potential ice impacts that can help influence design. This information, along with the results of the sand sampling, may be input into a numerical model that can be used to analyze shoreline changes associated with proposed modifications and/or the structural requirement of planned improvements to existing features.

Task 1.5 Site Analysis Summary

Based on the evaluations, review of available background information, observations from the site and consultation with key stakeholders, SmithGroupJJR will generate a site analysis presentation with key investigation findings. As part of this presentation and to jumpstart the process of generating alternatives for park enhancement, SmithGroupJJR will also generate an initial design program that offers improvements, uses, and modifications based on feedback received during stakeholder interviews. Finally, brief technical memoranda noting observations, required repairs and costs will also be generated for review and future reference. These documents will be transmitted to the City for review in advance of the upcoming meeting.

Task 1.6 Site Analysis Summary Review Meeting

The City, key stakeholders and SmithGroupJJR will meet to review and discuss the site analysis summary documents. The initial park improvement design program, with optional elements that should be considered during the alternatives analysis process, will also be discussed.

Deliverables – Task 1

- Project Base Map (digital PDF)
- Technical Memoranda - Pier Assessment; Restroom Assessment; Structure Assessment; Spencer Creek Assessment and Coastal Conditions (digital PDF)
- Site Analysis Summary Presentation - including initial design program (digital PDF)

Meetings – Task 1

- City | SmithGroupJJR Kick-Off Conference (via phone or video)
- Site Tour & Stakeholder Meetings
- Site Analysis Summary Review Meeting

Assumptions – Task 1

- City will identify and organize all meetings with key stakeholder and provide a location for interviews.
- City will collect and transmit all existing and available pertinent background information.
- Completion of the existing conditions assessment for the pier is somewhat weather dependent. We will attempt to complete the fieldwork for this task in conjunction with the evaluations of the other items, however, ice or other conditions may influence the ability to do so.

Task 2: Development of Bradstreet's Landing Alternatives

This task blends SmithGroupJJR's expertise and experience in the design and engineering of legacy parks with the specific goals and objectives of the community. The outcome will be consensus on a preferred vision for park redesign that can be used to create the roadmap for implementation.

Task 2.1 Conceptual Alternatives

SmithGroupJJR will generate conceptual alternatives that meet the objectives established through consultation with the City and key project stakeholders and the preliminary design program options defined during the site analysis review meeting. A total of 2-3 alternatives will be prepared, each illustrating distinct options intended to enhance public access and use, beautify the lakefront, improve water quality, and protect and enhance habitat. The options will look at a range of modifications for elements including the pier, upland park areas, entrance and arrivals, the restroom building, parking configurations and layouts, Spencer Creek and beach areas. Images, including sketches and photos will be used to convey design intent associated with each alternative. Finally, a concept level opinion of probably construction cost (OPCC) for corresponding with each alternative will be generated.

Task 2.2 Conceptual Alternatives Review

The City, key stakeholders and SmithGroupJJR will meet to review and discuss the conceptual alternatives. A preferred alternative, or preferred elements from multiple alternatives that may be recombined to create a singular alternative, will be determined.

(Note: At the City's discretion and on the same day as the City/stakeholder review meeting, SmithGroupJJR can present the alternatives during an evening public meeting. This approach may prove useful in helping identify preferences and building support for future implementation and funding applications.)

Task 2.3 Preferred Conceptual Alternative

Feedback from the alternatives review meeting will be used to guide the preparation of a preferred concept. Corresponding with the plan will be an updated OPCC and graphics.

Task 2.4 Preferred Conceptual Alternative Review

The City and SmithGroupJJR will host a public meeting to review and discuss the preferred alternative for park enhancement. Feedback from this meeting will be integrated into the final plan and summary report generated as part of the next task.

Deliverables – Task 2

- 2-3 Conceptual Alternatives – including OPCCs and associated graphics (digital PDF & PowerPoint Presentation)
- Preferred Conceptual Alternative – including OPCC and associated graphics (digital PDF & PowerPoint Presentation)

Meetings – Task 2

- City | SmithGroupJJR Conceptual Alternatives Review Meeting (optional public meeting)
- Public Preferred Conceptual Review Meeting

Assumptions – Task 2

- City will identify and organize all meetings with key stakeholder and/or public.

Task 3: Bradstreet's Landing Master Plan

The completion of this task will represent a significant milestone. The resulting vision for the redesigned park will improve access and use, protect and enhance water quality, improve the attractiveness of the park, and be resilient. It will serve as a roadmap for future investment that garners additional support to build on State Capital Grant funds already in place.

Task 3.1 Draft Master Plan

Based on community feedback, SmithGroupJJR will create a master plan for park improvements. A combination of text and graphics will be integrated into a master plan summary report that will serve as the roadmap for implementation and funding procurement. A preliminary table of contents for the summary report is presented below.

- Report Cover – incorporating the required Coastal Management Assistance Grant (CMAG) disclaimer regarding funding support for completion of the study.
- Introduction – serving as an executive summary.
- Project Background – distilling the key project goals and objectives, design program, and site analysis findings that form the basis of the recommendations.
- Bradstreet's Landing Vision – describing the various elements of the plan along with graphics and images that help convey the character and design intent.
- Cost & Implementation Strategy – including a discussion on specific permit requirements, the immediate next steps to advance toward implementation, matrix of potential funding sources and OPCC summary.

Upon completion of the master plan and summary report, the draft materials will be provided to the City for review and comment. Review comments will be compiled by the City into a singular document and transmitted in advance of the upcoming review meeting.

Task 3.2 Draft Master Plan Review

The SmithGroupJJR team and the City project manager will meet via phone or video conference to review and discuss the draft documents and associated comments. Required revisions, additions and clarifications will be agreed upon and incorporated into the final documents.

Task 3.3 Final Master Plan

The SmithGroupJJR team will generate the final plan and report. Upon completion two hardcopies of the completed plan will be printed and bound. The hardcopies and master plan report in Adobe Acrobat (.pdf) will be transmitted to the City for use and reference.

Deliverables – Task 3

- Draft Master Plan & Summary Report (digital PDF)
- Final Master Plan & Summary Report (2 hardcopies, digital PDF)

Meetings – Task 3

- City | SmithGroupJJR Draft Master Plan Review

Assumptions – Task 3

- The City will be responsible for compiling reviewer comments and transmitting them to SmithGroupJJR for review.

Task 4: Technical Assistance

Work completed during this task will help the community fulfill the CMAG reporting requirements and help the community continue to seek funding assistance to advance implementation.

Task 4.1 CMAG Reporting

SmithGroupJJR, in collaboration with the City project manager, will prepare the required grant reporting documents. The draft submittal will be provided to the City for review. Any required revisions will be made and the final version transmitted to the CMAG grant manager for processing.

Task 4.2 Priority Grant Program Application

A priority funding program will be selected during the master plan development process. In support of the City's efforts, SmithGroupJJR will 1) engage the priority funding agency grant manager to review the project vision and goals as a means of building support and to help determine hot button issues and 2) assist the City with the preparation of the funding request to the priority program.

Deliverables – Task 4

- Draft and Final CMAG Performance and Reimbursement Requests (format as required by CMAG Procedural Guide)
- Priority Grant Program Application Materials (hard-copies as required, digital PDF)

Meetings – Task 4

- SmithGroupJJR | City | Priority Grant Program Manager Plan Review Meeting

Assumptions – Task 4

- SmithGroupJJR will attempt to align invoice period with Performance Report requirements.

Schedule

SmithGroupJJR will provide a detailed schedule for performance of the preceding scope of work as part of the formal contract submittal issued within 15 business days following notice of award. We anticipate being able to perform the services in advance of May 2017. However, some elements such as the grant management and reporting and priority grant program application, may extend beyond this date. We will work with the City to meet all desired timelines and have the capacity to do so.

Fee

The SmithGroupJJR team will complete the Scope of Services outlined in our submittal for a lump sum fee of \$89,650, inclusive of direct expenses. This is broken down as follows:

Task 1 Review of Project Background & Analyze Existing Conditions:	\$22,450
Task 2 Development of Bradstreet's Landing Alternatives	\$32,850
Task 3 Bradstreet's Landing Master Plan	\$25,850
Task 4 Technical Assistance – Grants	\$ 8,500

Fee

The SmithGroupJJR team will complete the Scope of Services outlined in our submittal for a lump sum fee of \$87,650, inclusive of direct expenses. We appreciate the opportunity to assist the City with this important project and offer this revised fee to illustrate our commitment to building a long-term relationship with the community. The updated breakdown is as follows:

Task 1 Review of Project Background & Analyze Existing Conditions:	\$ 21,450
Task 2 Development of Bradstreet's Landing Alternatives	\$ 32,350
Task 3 Bradstreet's Landing Master Plan	\$ 25,350
Task 4 Technical Assistance – Grants	\$ 8,500